

STANDARD FORM NO. 64

CONFIDENTIAL**Office Memorandum • UNITED STATES GOVERNMENT****TO :** Chief, Intelligence School**DATE:** 19 March 1957**FROM :** [REDACTED]

25X1

SUBJECT: Weekly Activities Report No. 12
13 March - 17 March 1957**I. SIGNIFICANT ITEMS**

The [REDACTED] students originally enrolled in ITC #4 completed the course on Friday, 15 March. As usual, this course was enthusiastically received.

25X1

II. OTHER ACTIVITIES

1. [REDACTED] is working on preliminary plans for a proposed FDD Refresher Course. This course will be similar in content to that of the OO/C Refresher.

25X1

2. [REDACTED] made arrangements for [REDACTED] to lecture to the students of the Regional Survey: [REDACTED] In addition to the lecture, [REDACTED] showed pictures which he had taken on a recent trip to [REDACTED]

25X1

25X1

25X1

3. [REDACTED] is attending a course entitled "Correspondence Management Workshop," presented by GSA. It is a 12-hour course, four mornings of three hours each. As the course is basically a letter-writing one, [REDACTED] is looking for ideas that might be useful in the Writing Workshop.

25X1

25X1

III. PERSONNEL NOTES

[REDACTED] returned from his Florida vacation on Monday, 18 March. He arrived in time to give a lecture on graphics aids to the students of the Effective Speaking Course.

25X1

25X1

CONFIDENTIAL